



## Getting Hired 101: Top Tips Before, During and After the Interview

### RYCES Top Tips to Nail the Job Interview: **Before You Go**

1. Do Your Homework: Research the job and the employer
2. Be able to articulate why you want the job - Practice your answer
3. Prepare questions to ask about the job
4. Scrub Your Social Media/Phone message/Email address. Employers check Facebook, Instagram, Twitter. Do all of yours present your 'best self'?
5. Create a resume – it shows you care

### RYCES Top Tips to Nail the Job Interview: **Day of Interview**

1. Shower. Dress for success. No hats, no gum, no hoodies, no sweatpants, no ripped jeans.
2. Arrive 10 minutes early. Turn your cell phone OFF when you arrive.
3. Become mindful. Plant your feet on the ground. Take several deep breaths – exhale.
4. Review what you've prepared. Give yourself a pat on the back – you got a job interview!
5. Think about your top qualities for this job. Feel GOOD.

### **Zoom Tips for virtual interviews:**

1. Test your Zoom technology 1-2 times prior to the interview
2. Consider your setting: Is the lighting decent? Are you in as quiet a space as possible?
3. Alert your housemates to the timing of your interview & ask them to respect your need for quiet.
4. Dress (completely) as though you are physically going into the office to interview.
5. Ensure your background is appropriate

### RYCES Top Tips to Nail the Job Interview: **The Interview**

1. Be Confident – Smile. Speak clearly. Look the interviewer in the eye. Firmly shake their hand.
2. Don't pretend to understand a question. It's ok to ask them to please repeat it. Or ask them to ask it another way. Restate the question yourself.
3. It's ok to ask for a few minutes to think – it's better than saying, "um...um..."
4. Ask questions. (What does a typical day look like? What do you like best about your job?)
5. Shake their hand goodbye.

**RYCES Top Tips to Nail the Job Interview: After the Interview**

1. Send a THANK YOU note. Email is fine. This is a MUST.
2. Make sure you have your working papers so you can get paid (available in the main office)
3. Check your email regularly. Reply within 24 hours.
4. Check your voicemail (make sure you have an appropriate message!)
5. It's ok to check in after two weeks. "Please tell me status of my paperwork. Do you have everything you need to consider me for the job?"

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